

Ysgol Cybi

Health and Safety Policy

Date adopted by Governing Board <i>(should also be recorded in the minutes of the meeting where it was accepted and adopted)</i>	9/4/25
Chair of Governors (signature)	Colin Bell
Headteacher (signature)	Owain Lemin Roberts
Date of review <i>(3 years from adoption, unless template policy updated by LA in meantime)</i>	Spring Term 2028

HEALTH AND SAFETY STATEMENT FOR SCHOOLS

Introduction

1. Under the Health and Safety at Work etc. Act 1974, it is the duty of every employer to have an up-to-date written statement of health and safety. This policy must also detail the organisation and arrangements for the management of health and safety.
2. The model policy found below is based on the criteria for schools where the Authority is the employer. It is for the governing body (as the employer) of foundation, voluntary aided and academy schools to determine whether to adopt these arrangements. Where they do, the school should ensure it is customised to fit their individual circumstances.
3. Adopting the model policy is the best way of complying with the Authority's Health and Safety Policy. Demonstrating compliance with statutory duties could be difficult in the absence of a school specific policy.
4. This document provides a customisable template for schools to adapt.
5. Schools should ensure that Section 2 Organisation and Section 3 Arrangements are customised to reflect the arrangements at their school.
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6. The safety policy statement should be signed and dated by the Headteacher/Chair of Governors.
7. When complete the school specific policy should be communicated to all staff, and automatically issued to new staff as part of their induction process.
8. It is recommended that the school specific policy is reviewed periodically i.e. every three years. The Authority recommends policies are reviewed every two years.

PART 1: STATEMENT OF INTENT Ysgol Cybi

The Governing Body of Cybi will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff by placing it on the school's website.

This policy statement and the accompanying organisation and arrangements will be regularly reviewed.

This policy statement supplements the Isle of Anglesey County Council's Corporate Health & Safety Policy.

The above statements (and other health and safety policies and guidance) may be downloaded by staff from MonITor.

Colin Bell, Chair of Governors

9/4/25

Owain Lemin Roberts, Headteacher

9/4/25

PART 2: ORGANISATION

Schools should ensure the roles and responsibilities outlined below are a true reflection of the arrangements at their school.

As the employer, the Authority has overall responsibility for Health and Safety in community and voluntary controlled schools [in foundation and voluntary aided schools, the responsibility for health and safety rests with their employer, the governing body].

At school level, duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

The governing body is responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the Local Authority's health and safety policy, procedures and standards.
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment.
- Reviewing the establishment's health and safety policy annually and implementing new arrangements where necessary.
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the Local Authority health and safety policy, procedures and standards.
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting to (Education or Corporate Health and Safety, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget.
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with [in Foundation and Voluntary Aided Schools, the employer must have access to competent health and safety advice as a requirement of the Management of Health and Safety at Work Regulations 1999 as amended].
- Promoting a positive health and safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts, health and safety is included in specifications and contract conditions taking account of the Authority's policies and procedures.

Responsibilities of the Headteacher:

Overall responsibility for the day-to-day management of health and safety rests with the Headteacher.

As a manager of the establishment and of all the activities carried on within it, the Headteacher will advise governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Headteacher has responsibility for:

- Co-operating with the Authority and governing body to enable health and safety policy and procedures to be implemented and complied with.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Authority where necessary.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Carrying out health and safety investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to Authority any hazards which cannot be rectified within the establishment's budget.
- Ensuring that the premises, plant and equipment are maintained in good working order.
- Monitoring purchasing and contracting procedures to ensure compliance with Authority policy.

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

Where tasks have been delegated to nominated individuals insert details below:

Itemise the functions and areas of responsibility delegated to staff. You may wish to consider the following roles: Deputy Head, Safety Coordinator, Heads of Department, Premises Managers, etc. Where applicable, schools may also wish to insert details relating to specialist provisions.

Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Resolve health, safety and welfare problems members of staff referred to them and inform the Headteacher or nominated contact of any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate Authority forms etc.
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of Employees

Under the Health and Safety at Work etc. Act 1974, all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work; they must also ensure the health and safety of others who may be affected by their action or inaction.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Responsibilities of Volunteers

It is recommended that employers/school's treat volunteers in the same way as employees. Schools should class supervising adults and parents who attend off site visits as volunteers.

Volunteers should be advised that they are obliged to take care of their own health and safety whilst volunteering. All volunteers must also ensure the health and safety of others who may be affected by their action or inaction.

All volunteers have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work whilst volunteering.
- Comply with the school's health and safety policy and procedures at all times.
- Follow the direction/instruction of their supervisor, school management team, etc.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their supervisor.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

PART 3: ARRANGEMENTS

The following list of arrangements covers the key elements of a Health and Safety Policy. Please add any others that you feel should be part of this document and/or delete those that do not apply to you. Further information and guidance is available from School Health and Safety Liaison Team.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Risk assessment: Risk assessments are completed, and relevant information provided to staff.	Headteacher + Deputy Headteacher	Shared with all staff on Hwb Sharepoint. Review every two years.
Risk assessments are reviewed regularly/ following significant change.	Headteacher + Deputy Headteacher	Shared with all staff on Hwb Sharepoint. Review every two years.
Specialist risk assessments are completed as required. This includes pupil assessment, employee assessment and return to work assessment.	Headteacher + Deputy Headteacher + Additional Learning Needs Co-ordinator	Completed by appropriate member of the Senior Leadership Team as required
New and expectant mothers: A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.	Deputy Headteacher	Deputy Headteacher completes alongside new and expectant mother(s).
Educational and offsite visits: A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.	Deputy Headteacher + Any teacher(s) leading an educational visits.	All school staff should follow the LA procedures for educational visit planning, approval and monitoring by using the EVOLVE online visit planning and approval system for visits run by school/establishment staff or volunteers. Staff must follow the relevant guidance (relating to the nature of the visit being planned) as set out in the Outdoor Education Advisers' Panel (OEAP) National Guidance for Educational Visits.
The Authority's Education Visits Advisor on behalf of the LA will approve (or disallow) visits	Local Authority	EVOLVE will be used for the planning and approval of all offsite visits. Relevant risk assessments, Provider Statements,

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
for which the LA's approval is required. These include adventure activities, field work, expeditions and overseas visits. These will be done via the use of EVOLVE, the online notification and approvals system within the timeframe noted in the policy.		participants names, Emergency contact details etc. will be attached electronically as required
Health and Safety Monitoring and Inspections: General inspections of the site will be conducted periodically.	Health, Safety and Building Sub-Panel of the Governing Body. All staff members.	General site inspection: Termly. Due to the size of the building/Site, members complete partial site inspection on a termly basis. Visual inspection of play equipment: Daily. Staff members are aware of their responsibility to inform Headteacher of any defects. Visual inspection of chairs and furniture: Daily. Staff members are aware of their responsibility to inform Headteacher of any defects.
Where appropriate, these inspections will be documented and reports forwarded to the Headteacher.	Headteacher + Deputy Headteacher + Clerical staff	Defect - Headteacher, Deputy Headteacher and/or clerical staff will complete a PEMHT form to be shared with the Local Authority.
A nominated governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.	Chair of the Health, Safety and Building Sub-Panel of the Governing Body.	Health, Safety and Building Sub-Panel nominated Governor to be supported in order to fulfil his/her responsibility to a whole site health and safety inspection annually. Present to the whole Governing Body end of the summer term annually.
A nominated governor will be responsible for monitoring management systems.	Chair of the Health, Safety and Building Sub-Panel of the Governing Body.	Health, Safety and Building Sub-Panel nominated Governor to be supported in order to fulfil his/her responsibility for

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		monitoring management systems. Present to the whole Governing Body end of the summer term annually.
Health and Safety Information instruction and training: The health and safety law poster is displayed in the school.	Headteacher + Deputy Headteacher	Displayed
Health and safety training: Health and safety induction training will be provided and documented for all new employees.	Headteacher + Deputy Headteacher	Annual training and guidance provided to all staff Induction training provided by Deputy Headteacher
Program of health and safety training All employees are provided with: <ul style="list-style-type: none"> • induction training • updating training in response to any significant change • training in specific skills needed for certain activities (e.g. use of hazardous substances, working at height etc.) • refresher training where required. 	Headteacher and Deputy Headteacher	Annual training and guidance provided to all staff by Headteacher Induction training provided by Deputy Headteacher Deputy Headteacher and Headteacher have completed IOSH training (2023-24). Chartwells and Local Authority Cleaning Staff receive appropriate training from external provider.
Training records: relevant records are kept, a system for ensuring appropriate refresher training is undertaken and implemented.	Deputy Headteacher	Record of the following training kept by Deputy Headteacher – IOSH Managing Safely, Educational Visits Co-ordinator, First Aid, Fire Marshall, Legionella Awareness – Cleaner In Charge
Fire Safety: Fire notices and instruction to staff are posted throughout the school.	Headteacher + Deputy Headteacher	Appropriate fire notices and instructions to staff posted throughout the school.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Fire drills are undertaken termly and a record kept in the fire logbook.	Deputy Headteacher	
Measures are in place to identify persons (pupils and staff) who may have difficulties evacuating the building. A personal emergency evacuation plan (PEEP) will be implemented for any person who requires assistance evacuating the building.	Additional Learning Needs Co-ordinator	Personal emergency evacuation plan completed as part of pupil medical plan, by the ALN Co-ordinator.
The safe evacuation of persons is an absolute priority. Staff must only attempt to deal with small fire if they have been trained in the use of fire extinguishers and it is safe to do so without putting themselves or others at risk.	Fire Marshalls	
Staff must ensure the alarm is raised and pupils are evacuated before attempting to tackle a small fire.	Fire Marshalls	Staff will be made aware of the type and location of portable fire-fighting equipment and receive basic instruction on its correct use.
Inspection/maintenance of emergency equipment: Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.	Cleaner In Charge	Cleaner in charge ensures there aren't any obstructions to routes or doors as part of daily building check.
Portable Appliance Testing (PAT): The school has opted into the Authority's internal Portable Appliance Testing arrangements as a part of the Property SLA.	Headteacher	The school will contact PHS on 0330 588 4566/4537 to arrange testing as required (the frequency of inspection and testing depends upon the type of equipment and the environment it is used in).
Control of Legionella: The school will adhere to the Authority's policy and guidance. The	Cleaner In Charge	weekly flushing of little used outlets and the monthly temperature checks completed and recorded.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
school has opted into the statutory maintenance arrangements as part of the Property SLA relating to the control of legionella bacteria.		
First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.	Lois Morris, Yvonne Owen, Karen Davies, Rachel McEachern, Bev Chadwick, Jan Hughes	All named staff have gained Pediatric First Aid qualification (2 days)
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions e.g. epipen, diabetes awareness, epilepsy awareness	Additional Learning Needs Co-ordinator Lois Morris Medical LSA	Annual refresher of pupils' specific medical needs and any action necessary to support to all members of staff. Pupil specific guidance presented to learning assistants and teachers working closely with any pupil with medical needs.
Head Injuries: If a pupil sustains a head injury, staff will contact parents/guardians without delay to inform them of the incident.	Headteacher + All staff members	Headteacher makes all staff aware of the expectation to contact parents/guardians if a pupil sustains a head injury. Parents/guardians are invited to site to assess their child's injury. In the case of serious head injuries, the school will seek immediate medical advice (call an ambulance).
Transport to hospital: Where appropriate, pupils will be transported to hospital (usually by ambulance). Parents/guardians will be informed. No casualty will be allowed to travel to hospital unaccompanied - a member of staff will accompany a pupil where parents/guardians cannot attend immediately.	Headteacher + All staff members	Headteacher makes all staff aware of the expectations.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Administration of medication: Medication will only be administered in school in accordance with the WAG guidance document: Supporting learners with healthcare needs	Additional Learning Needs Co-ordinator Lois Morris Medical LSA	Medication <u>can be</u> administered for acute medical conditions e.g. antibiotics or pain relief in accordance with the WAG guidance document which states – <ul style="list-style-type: none"> • it is within date • labelled clearly and correctly • learner's name is clearly labelled • instructions for administration and storage are clear • it is in its original packaging. Managing medicines in school paperwork to be completed for any pupil who needs prescribed medication administered in school.
Medical Care Plans: Pupils with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.	Additional Learning Needs Co-ordinator Lois Morris Medical LSA	Where required, staff are trained in accordance with the Medical Care Plan. Medical care plans are reviewed annually or if there has been a change to the pupil's circumstances/condition.
Communicable diseases: The school will adhere to the guidance issued by the Authority and Public Health Wales.	Headteacher + All staff members.	Headteacher makes all staff aware of the expectations.
Accident reporting procedures: Any accident which results in an injury will be recorded and, where appropriate, parents will be informed in the event of an injury to a child.	Headteacher + All staff members.	Headteacher makes all staff aware of the expectations. The Authority ADIR form will be used and emailed to healthandsafety@ynysmon.llyw.cymru
Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.	Headteacher + All staff members.	Headteacher makes all staff aware of the expectations.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		The Authority ADIR form will be used and emailed to healthandsafety@ynysmon.llyw.cymru
<p>RIDDOR reporting: Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 will be reported within the specified timescales.</p> <p>Accidents and incidents will be assessed by the Corporate Health and Safety Team, who will report to the HSE.</p>	Local Authority monitoring of ADIR reports.	<p>The school will forward details of accidents or cases of work related ill health to healthandsafety@ynysmon@llyw.cymru, through ADIR reports.</p> <p>Where appropriate, the Corporate Health and Safety Team will report under RIDDOR and investigate the accident.</p>
<p>Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard.</p>	Headteacher + All staff members	<p>Low-Level investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team.</p> <p>Medium-Level investigation: The Authority's accident investigation form will be completed by the relevant supervisor or member of the management team. Copies will be forwarded to the Headteacher and Corporate Health and Safety Team.</p> <p>High-Level/Reportable Incidents: School will forward the completed accident form to Corporate Health and Safety Team without delay. A Health and Safety Advisor will contact the school to complete the investigation.</p> <p>Further information is contained in the Authority's guidance to accident investigation.</p>
<p>Violence at work – Employee protection: All incidents of unacceptable and inappropriate behaviour from visitors and parents will be</p>	Headteacher + All staff members	Headteacher makes all staff aware of the expectations.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
recorded on the Authority's ADIR form, with request to include on "Risk of Violence Register", and forwarded to the Corporate Health & Safety Team.		The Authority ADIR form will be used and emailed to healthandsafety@ynysmon.llyw.cymru
The school will take appropriate action to minimise the risk of violence and aggression to staff and visitors. Where appropriate, this will include issuing school site exclusions.	Headteacher + All staff members	Where appropriate the school will seek advice from the Authority where sanctions are required. In extreme cases, the case will be passed to the Authority to investigate and issue appropriate sanctions.
Asbestos: The school will adhere to the Authority's policy and guidance.	Building investigated for asbestos before opening September 2017 – none reported.	
Managing contractors: The school will adhere to the Authority's policy and guidance.	Headteacher + Deputy Headteacher	
Technical expertise: Where appropriate, works are arranged through a technical department.	Headteacher, Deputy headteacher, Local Authority Clerk Of Works.	Headteacher or Deputy Headteacher informs Local Authority through PEMHT form or contacting Clerk of Works directly.
Contractors and visitors on site: All contractors must sign the visitors book and adhere to school site rules.	Headteacher + All Staff Members	All contractors must report to Reception. All contractors supplied with visitors pass and requested to sign in and out of the building.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements.		Relevant health and safety information shared with anyone signing into the building.
School managed building/environmental projects: Where the school undertakes building/environmental projects directly, the governing body would be considered the 'client' and therefore has additional statutory obligations.	Local Authority	These are managed by Local Authority who will ensure that landlord consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.
Contractor selection and vetting: To ensure contractor competency, the Authority vets contractors to ensure they understand and abide by health and safety regulations.	Local Authority	Where possible, school will use Authority registered contractors. Where contractors who are not registered are used Headteacher and/or Deputy Headteacher will undertake appropriate competency checks prior to engaging a contractor e.g. qualified, insured, and competent.
Contractor risk assessments and method statements: Contractors are asked to provide risk assessment and method statements relating to the specific works. This should include detail of measures taken to reduce the risk to pupils and school staff.	Local Authority	Risk assessments and method statements are discussed and agreed prior to work commencing.
Ground maintenance and cleaning contracts: The school have opted into the contracts operated by the Authority.	Governing Body	

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Lone Working: Staff are encouraged not to work alone in school. Works which are carried out unaccompanied or without immediate access to assistance should be risk assessed to determine appropriate control measures.	Governing Body	Lone Worker Risk Assessment completed and shared.
Work involving potentially significant risks: A specific risk assessment should be in place for any work involving potentially significant risk. Work such as working at heights and other tasks involving significant risk should not be undertaken whilst working alone.	Governing Body	Lone Worker Risk Assessment completed and shared.
Working at height: All working at height should be risk assessed and appropriate controls introduced.	Headteacher	Headteacher reminds all staff members during annual health and safety refresher they should not be working at height without appropriate risk assessment.
Putting up displays: Staff must use appropriate equipment for working at height. Staff should not stand on or use tables/chairs to put up displays.	Headteacher	Headteacher reminds all staff members during annual health and safety refresher they should not be working at height without appropriate risk assessment.
Play equipment: All play equipment is maintained in safe condition. All equipment is periodically inspected.	All staff members Health, Safety and Building Sub-Panel External provider	The external play equipment only used under supervision. Equipment will be checked daily by members of staff before use for any apparent defects Health, Safety and Building Sub-Panel of the Governing Body will conduct a formal termly inspection of the equipment. Play equipment and internal sports equipment is inspected annually by an external company (Sports Fix).

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Hazardous substances: Where possible, hazardous materials are substituted with non-hazardous materials. Where this is not possible, safety data sheets are obtained and COSHH assessments completed.	Cleaner In Charge	Cleaner In Charge to follow all appropriate guideline, including consideration of the use and storage of any hazardous materials on site e.g. cleaning materials, glues, adhesive spray.
Inanimate manual handling: Manual handling operations are risk assessed, and staff have received appropriate information, instruction and training.	Governing Body	Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.
Paediatric manual handling: Pupils with mobility needs should have a Care Handling Plan, staff should receive appropriate information, instruction and training to enable them to assist the pupil safely. The Care Handling Plan will need to be periodically reviewed.	Additional Learning Needs Co-ordinator Lois Morris Medical LSA	Additional Learning Needs Co-ordinator, Medical LSA in co-operation with Local Authority advisors and any relevant health care team members formulate Care Handling Plan for pupils with mobility needs, as part of the medical plan.
Working with computers: The school will adhere to the Authority's policy and guidance. Staff that use computers daily as the main part of the job will complete a workstation assessment.	Headteacher.	All Senior Leaders and Clerical staff members to complete the e-learning session and DSE self-assessment available on Learning Pool. Inform Headteacher of further support required as a result of the assessment.
Vehicles: The school will make every effort to reduce the risks associated with vehicles on site.	Headteacher	Clear signage and termly letters making it clear that staff car park is for the use of staff and blue badge holders only.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>Vehicle movement on site is risk assessed in the Traffic Management Risk Assessment.</p>		<p>Termly letters advising all parents to use separate (Millbank) car park only.</p> <p>8:00am - Main gates to staff car park opened to half-way point.</p> <p>9:00am – Main gates to staff car park closed (but not locked)</p> <p>3:00pm - Main gates to staff car park opened to half-way point.</p> <p>Additional staff parking available in the Service Entrance area.</p> <p>8:50am – Gates to additional staff parking closed and locked</p> <p>3:10pm – Gates to additional staff parking opened</p> <p>Delivery entrance main gates can be accessed by calling the school Reception.</p> <p>Appropriate risk assessments completed and reviewed annually by Headteacher.</p>
<p>Wellbeing: The school and governing body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing</p>	<p>Headteacher + Deputy Headteacher + Governing Body</p>	<p>Staff wellbeing team work with Senior leaders to monitor and improve aspects of staff wellbeing.</p> <p>Schools staff can access Medra and Education Support.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>workplace stressors through risk assessment, in line with the HSE's Well-being guidance.</p> <p>The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to well-being.</p>		
<p>Shared use of premises/hiring rooms to third parties.</p> <p>Hiring rooms and the shared use of school facilities is managed in accordance with the Authority's guidance as per Lettings Policy.</p>	Headteacher + Governing Body.	<p>A Cylch Meithrin is located on the school site.</p> <p>A contract between Ysgol Cybi's Governing Body and the Cylch Meithrin's Controlling Body includes appropriate details of the Local Authority Lettings Policy.</p>
Physical education (PE): Specific procedures will be implemented within PE department to reduce risks from equipment and processes to a minimum.	Headteacher	All equipment is tested and monitored by an external company (Sportsfix) on an annual basis.
Science: Specific procedures will be implemented within the Science, Design Technology and Art departments to reduce risks from equipment and processes to a minimum.	Headteacher	All activities, equipment and resources are appropriate and can be used safely by pupils of primary sector age.
Design Technology: Specific procedures will be implemented within Design Technology to reduce risks from equipment and processes to a minimum.	Headteacher	All activities, equipment and resources are appropriate and can be used safely by pupils of primary sector age.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Art and pottery: Specific procedures will be implemented within the Art Department to reduce risks from equipment and processes to a minimum.	Headteacher	All activities, equipment and resources are appropriate and can be used safely by pupils of primary sector age.
Music, Drama and Performing Arts: Specific procedures will be implemented within these departments to reduce risks from equipment and processes to a minimum.	Headteacher	All activities, equipment and resources are appropriate and can be used safely by pupils of primary sector age.
Review of health and safety policy: It is recommended that this policy and the arrangements are reviewed periodically at least every 3 years.	Headteacher + Governing Body	